

D-R-A-F-T

MEMORANDUM TO: All Division and Branch Chiefs, ERMA

SUBJECT : Systematic Transmittal of Gaps in Intelligence as Requirements at the Close of Each Project

1. Branch Chiefs shall insure that the gaps in intelligence appendix to research projects serves both the function of informing the reader what the gaps are and the function of providing general guidance for future collection effort.

2. The appendix for gaps in intelligence shall be of the following form:

(a) The introductory section shall comprise a discussion of the major gaps and their relative importance in the perspective of the report.

(b) A listing of the major gaps shall follow. For each major gap there shall be a requirement for direct factual data and also a requirement for the indirect factual data which have a bearing on the problem and which will facilitate estimating the direct gap if it cannot be filled.

3. To insure immediate ORR assistance in filling factual gaps that have been disclosed in project research, Branch Chiefs shall have statements of these gaps transmitted to the Requirements Branch, ORR (St/I/R), in the form of specific and meaningful statements of requirements.

4. The branch and division transmittal memoranda accompanying project drafts to OCh/E and branch contributions for office-wide

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projects shall include the following statement:

The gaps in intelligence disclosed in this study have been transmitted to St/I/R in the form of a requirements memorandum, a copy of which is attached.

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5. Mr. [REDACTED] Chief, St/I/R, will provide assistance and guidance in developing the proper format, specificity, and balance in the requirements memorandum.

[REDACTED]
Chief, Economic Research
Research and Reports

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Distribution:

All ERA Analysts

TRANSMITTAL SLIP		
<i>20 April 1955</i> (Date)		
TO: <i>Chief, D/S</i>		
BUILDING	ROOM NO.	
REMARKS:		
<p><i>7 copies of DRAFT memorandum attached. (Comments to Ch/E by Monday, 25 April)</i></p> <p><i>On a statement as to whether the information should already be out of analysis</i></p>		
FROM: <i>OCh/E</i>		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946